



BUILDING SAFETY DEPARTMENT

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BUILDING PERMIT APPLICATION PROCEDURE **RESIDENTIAL CONSTRUCTION PROJECT**

The building permit application process begins with submittal of an application and required documents to the Building Safety Department. The process also includes review and approval of a Zoning Certificate by the Rochester-Olmsted Planning Department. Most projects requiring a building permit must be accompanied with building plans and specifications regardless of the size and scope of the project. Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the Building Official. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the code and relevant laws, ordinances, rules and regulations as determined by the Building Official. A thorough plan review can head off problems that may arise in the field later. (MN rules 1300.0130)

Building Permit Documents Required

- a) A completed building permit application form (available on our web site)
- b) Two sets of complete plans and specification to be reviewed and approved. One for the building department and one to be on site.
- c) A certificate of survey and site plan showing lot size, building size, setbacks from property lines, other buildings, septic systems, wells and any other items required by code or ordinance. (See zoning certificate checklist)
- d) Energy code compliance forms. REScheck™ software is available at: <http://www.energycodes.gov/rescheck/download.stm>
- e) Plans shall include floor plans for all levels. Include room size, room use, kitchen and bathroom layout, dimensions of stairway and location, window and door location with sizes and decks and porches.
- f) Exterior elevations showing top of foundation in relation to final grade, grading and drainage, windows, doors siding type, roof pitch, roof covering, decks and miscellaneous.

g) Typical wall sections through the building. The following items should include but not limited to:

- Footing size and reinforcing, if required
- Foundation size, type, height and reinforcing
- Foundation anchor size, type and spacing
- Foundation drainage system
- Foundation dampproofing (parging and dampproofed) or waterproofing
- Foundation insulation type, R values, and vapor retarder
- Rim joist insulation type, location and sealing
- Floor joist type, size and spacing
- Subfloor type, size and thickness
- Stud size and spacing
- Wall sheathing type and thickness
- Weather resistive barrier
- Exterior wall finish, type and application
- Insulation type and R value
- Vapor retarder type
- Interior wall finish
- Roof rafter or trusses, size and spacing
- Subfascia/fascia type
- Soffit type
- Wind wash barrier
- Roof/attic Ventilation type, location and ceiling area/sq. ft. vent. Ratio
- Roof pitch indicator
- Roof underlayment type and eave protection
- Roof Covering

h) Plans shall include structural elements including headers, beams post size and location. All structural elements should be specified. Certified roof truss layout and drawings may be required if the complexity of the roof system warrants it, otherwise truss drawing are required on site at the framing inspection.

i) Non-structural elements of the building including, but not limited to:

- The location of smoke detectors
- The location and specification of handrails, guardrails and rise and run of stairways.
- The location, type and size for egress windows and/or doors.
- Required safety glazing and locations.
- Bathroom minimum space and clearance requirements.
- Ventilation requirements for bathrooms.
- Fire protection type and locations as required between the garage and the habitable space of the dwelling.

Coordination and submittal of complete permit and plan documents is the responsibility of the applicant and/or agent.

If you have any questions, please contact:

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